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5 JUN 1968

25X1 MEMORANDUM FOR: [REDACTED] Suggestion Awards Committee  
Member, Directorate of Science and Technology

George: (PLEASE TREAT AS EYES ONLY - FOR YOUR USE ONLY)

1. At the May Meeting of the Suggestion Awards Committee, you asked if the new TSD Internal Panel was responsible for the tremendous increase in Special Panel cases over the record for last year. An up-to-date count has been made and is attached. TSD's performance since the formation of the Internal Panel in October 1967 is most impressive.
2. The following background information is pertinent to the formation of TSD's Program and Internal Panel and may be of interest:

25X1      a. [REDACTED] has been the Suggestion Program Coordinator in TSD for several years. He is also the Technical Advisor to the Clandestine Services Special Panel and has been concerned with the evaluation of many sensitive operational and technical cases that the Special Panel has judged. In this capacity, Dr. Gottlieb authorized [REDACTED] to attend three local one-day and two national four-day Suggestion Award Conferences.

25X1                    b. Prior to his appointment as the TSD Advisor to the Special Panel, [REDACTED] demonstrated that he was very much suggestion minded. He had several economy-type suggestions that were adopted which resulted in total awards of \$725.00.

25X1 was convinced that the strong emphasis within TSD that most suggestions were job related was indeed short sighted. He prepared a staff paper to Chief, TSD to convince him that all constructive suggestions should be

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encouraged and that a Panel of high ranking experts should be appointed to study future ideas to judge their line of duty aspects. Chief, TSD approved the proposal and [redacted] prepared a memorandum for the signature of Dr. Gottlieb which encouraged suggestions and announced the formation and responsibilities of the new panel. [redacted] is now the Panel's chairman.

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3. The TSD Panel has definitely accelerated Clandestine Services Special Panel activity. In addition, TSD suggestions processed by the Agency Committee have increased. [redacted] briefed all senior supervisors shortly after the formation of their panel. He followed by encouraging active participation by all TSD employees. The TSD Panel decides the important issue of line of duty. More important, they assist in crystallizing the philosophy on determining eligibility of suggestions in the significant achievement category. All suggestions of significant value merit consideration under the Program.

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4. TSD has asked their supervisors to assist employees in formulating and preparing their ideas into meaningful suggestions. If you are interested in this approach in your directorate you may find the attached letter to be of value. It is presently under consideration by the Office of Communications.

5. A second plan that you may wish to consider would be the formation of a Panel to make judgment upon cases particularly pertinent to the Directorate of Science and Technology, the same way as the Special Panel does on suggestions and inventions involving operational activities of the Clandestine Services (Paragraph c (3))

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6. If you would like me to join you in a meeting on this subject with the Deputy Director for Science and Technology, please advise. The Committee's Staff will, of course, be happy to gather any additional information you may desire.

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Robert S. Wattles  
Chairman  
Suggestion Awards Committee

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25X1	<u>Originator</u>	<u>FY 1967 (July/May)</u>	<u>FY 1968 (July/May)</u>
		0	1
		5	0*
		0	2
		1	1
		2	0
		1	4
		2	0
		3	11
		2	8*
		0	1
		0	1
		2	0
		0	2
		0	3
		0	2
		0	2
		0	2
		<hr/> 0	<hr/> 2
	Totals	18	40

SG1A\*OSA active suggester, [ ] transferred to NE 9 May 1967.  
#Inter-Departmental Referral Suggestions.

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MEMORANDUM FOR: Office of Communications Supervisors

SUBJECT : Suggestion and Invention Awards Programs

1. Incentive programs have been in effect in Industry and Government for many years. Such programs have effected improved operations and economies. In addition, suggesters whose ideas have been adopted have gained recognition and cash awards for their initiative and perception.

2. Experience has demonstrated that supervisors are the "key" to the success of suggestion and invention programs. The following points are intended to assist you in stimulating the program:

a. The volume of suggestion and invention participation depends primarily on the supervisor. To use the program as an effective "management tool," supervisors must inspire enthusiasm that results in suggestions to improve operating efficiency in the Office of Communications, the Agency and the U. S. Government.

b. A suggestion does not have to be original to be eligible for an award. Any innovation or improvement is eligible for consideration. Improvements and achievements may be reported to the Committee for as long as two years following date of adoption.

c. Awards may be granted for adopted suggestions which are either within or outside of the suggester's job responsibilities. However, if the suggestion or achievement is within the suggester's responsibilities, it must be so superior or meritorious as to warrant special recognition.

3. It is hoped that supervisors will point out problem areas to their employees and assist them in the preparation of pertinent, well formulated suggestions. In the final analysis, the employee and his supervisor working as a team can best discover the solution to problems which mean improved efficiency and economy.